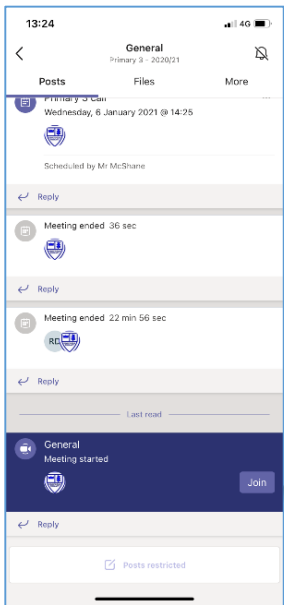


How to logon and navigate around a Live Teams call.



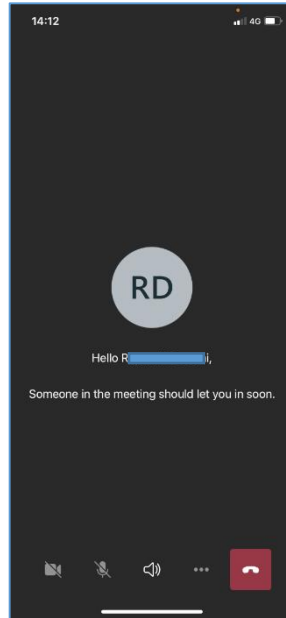
Image 1



Steps

1. When joining a call on teams, you will see the **Join** button on the screen, click join. This can be seen on [Image 1](#).

Image 2



Steps

2. When joining a call on Teams you may see the message as shown on [Image 2](#), where you are waiting to be granted access to the call, wait patiently and the teacher will let you into the call.

Image 3



Steps

2. The screen will tell you When you have joined the call successfully and you may see the teacher on the screen, as well as some of your classmates.
Note: the mobile phone or tablet app will not allow you to see as many people at once as a computer or laptop.
3. You can toggle on and off your microphone and camera, similarly you can use the loudspeaker function as shown in [Image 3](#).

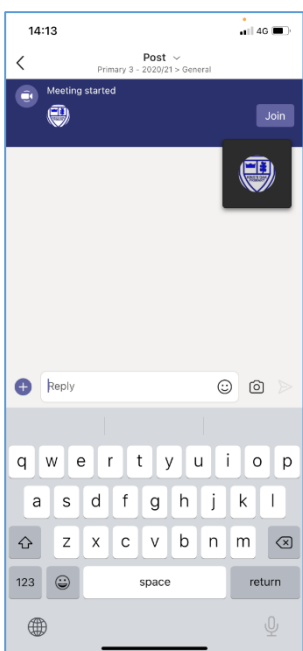
Image 4



Steps

4. You may find that you might have a question that you would like to ask the teacher or a classmate during the call, but you do not want to interrupt dialogue. If so, click on the chat button as shown in [Image 4](#).

Image 5



Steps

5. As you can see from [Image 5](#), the chat function is very similar to texting or what'sapp. Please note that the whole group can see these messages.

Image 6



Steps

6. In [Image 6](#) it shows the button you would Click to exit or hangup when the call has ended or when you are leaving the Live call.